

Memphis State University

Non-Profit Organization
U. S. POSTAGE
PAID
Memphis, Tennessee
Permit No. 207

Important Dates

Admission: New and transfer students should complete admission requirements by August 18, 1962.

Orientation of new students registering in the Evening Division, 6:00 P.M., September 21, 1962.

Registration for classes: September 21, 1962. Students whose surnames begin with L-Z will register at 6:30 P.M. Those whose surnames begin with A-K will register at 7:30 P.M.

(This includes registration for credit in Television courses)

Classes meet as scheduled: September 24, 1962.

Fees:

For Residents of Tennessee

\$ 7.50 per semester hour credit.

For Non-Residents

\$15.00 per semester hour credit.

APPLICATION FOR READMISSION — MEMPHIS STATE UNIVERSITY

Full Legal Name: _____ Sex: _____
(Print) Last First Middle Maiden, if Married M or F

Permanent Mailing Address: _____
Number Street City Zone State

Date of Birth: _____ Place of Birth: _____
Month Day Year City State

Date of Proposed Re-entrance: _____ Semester of 19____ Evening Division: _____
(Fall, Spring, or Summer) for the Day Classes: (Please Check)

Date of Last Attendance at Memphis State: _____

Major Area: _____ Classification: _____

Colleges Attended Since Leaving Memphis State (If None, Write "None"):

College: _____ Date Attended: _____

College: _____ Date Attended: _____

DO NOT WRITE IN THIS SPACE

School: _____ Class: _____

Clearance: _____

Date: _____

Signature _____

Date: _____, 19____

RETURN THIS APPLICATION TO THE REGISTRAR'S OFFICE

APPLICATION FOR NEW and TRANSFER STUDENTS

Students beginning college or transferring from another institution complete this form for further information on admission requirements.

Full Name _____ Sex: _____
(Print) Last First Middle Maiden, if married M or F

Address: _____
Number Street City Zone State

Date of Proposed Entrance: _____ Semester of 19____

Application
For Admission

Application
For New
and Transfer
Students

Memphis State University



admission requirements

Division, 6:00 P.M., Sep-

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Sex:

Memph
Evening

Title

Industrial Arts	Introduction to Engineering Engineering Drawing Engineering Processes Building Specifications and Estimating Metallurgy Industrial Safety Foremanship
The School of Education	
Art	Art Education Design I Design III
Biology	Introduction to Biology General Animal Biology Protozoology
Classical and Modern Languages	Elementary French Elementary German Elementary Russian Elementary Spanish
English	English Fundamentals
	English Fundamentals English Literature English Literature Survey of American Literature
History	The Development of European Civilization Europe in the Twentieth Century The United States to 1865
	Constitutional History of the United States to 1865
Mathematics	Mathematical Concepts Basic Mathematics
	Basic Mathematics College Algebra and Trigonometry Calculus Introduction to Modern Mathematics
Music and Music Education	Music Lessons Individual credit by discussion
Philosophy	Introduction to Philosophy
Physical Sciences	General Inorganic Chemistry
	General Organic Chemistry
Psychology	General Psychology I General Psychology II Psychology in Business and Industry Social Psychology Quantitative Methods
Social Sciences	Physical Geography
	Physical Geography
	Economic Geography A Survey of World Regions Urban Land Uses City Planning National Government Modern Political Ideologies
The School of Business Administration	
Accountancy	Fundamentals of Accounting I
	Fundamentals of Accounting II Accounting Laboratory Intermediate Accounting Cost Accounting I Advanced Accounting I Federal Income Tax I Current Accounting Problems
Economics and Finance	Principles of Economics
	Principles of Economics Investments Government Regulation and Business Policy *A student taking Economics must attend a (Mgmt 301—Room BA)
Management	Introduction to Business Clerical Office Machines Business Law I Real Estate Business Organization and Finance Industrial Management I Business Statistics I Corporation Finance Law of Taxation of Estates, Inheritances, and Gifts *Students must attend a (Mgmt 301—Room BA)
Marketing	Principles of Marketing Principles of Advertising Principles of Retailing Marketing Administration

Memphis State University

Memphis 11, Tenn.

Description of Courses

Industrial Arts

- 141—Introduction to Engineering. (3)
Introduction to the engineering process, with emphasis on the slide rule and measuring instruments.
- 151—Engineering Graphics. (3)
Instruction in the correct use of instruments, theory of projections, and working drawings. One lecture, four laboratory hours per week.
- 152—Engineering Drawing. (3)
Continuation of I.A. 151, with emphasis on machine drawing. One hour lecture, four hours laboratory. Prerequisite: I.A. 151.
- 342—Manufacturing Processes. (3)
Study of manufacturing equipment and its uses.
- 355—Building Specifications and Estimating. (3)
Study and practice of specifications, bidding procedures, and estimating. Prerequisite: Industrial Arts 351.
- 371—Metallurgy. (3)
Study of properties of metals and metal products. Prerequisite: Industrial Arts 341.
- 437—Industrial Safety. (3)
Study of industrial hazards and safety procedures.
- 438—Foremanship. (3)
Study of the functions of supervisory personnel.

School of Arts and Sciences

Art

- 121—Design I. (3)
An introduction to design as a basic factor in creative expression. Two lecture, two laboratory hours per week.
- 215—Design III. (3)
An advanced course in the area of design, with particular emphasis on three-dimensional design. Two lecture, two laboratory hours per week.
- 313—Education I. (3)
An introductory course in the development of skills and methods in the school art program; with emphasis on materials and ideas important to children's art expression and growth.

Biology

- 111—Introduction to Biology. (3)
An introductory survey of biology, with emphasis on the animal kingdom, design, and the human body. Credit in this course is not acceptable for the biology major or in the pre-professional curricula. Two lecture, two laboratory hours per week.
- 142—General Animal Biology. (5)
A survey of the animal kingdom considering distribution, distribution, phylogeny, physiology, and the comparative importance of selected forms. Three lecture, four laboratory hours per week.
- 566—Protozoology. (4)
A survey of the free living and parasitic protozoa, with consideration given to structure, taxonomy, habitat, and life history. Prerequisite: Biology 112 or the equivalent. Two lecture, four laboratory hours per week.

Classical and Modern Languages

- 111, 112—Elementary Spanish. (3 credits each semester)
Open to students who have no Spanish and to students who have less than the prerequisite.
- 111, 112—Elementary French. (3 credits each semester)
112—Beginning German. (3 credits each semester)
Reading, vocabulary, pronunciation, grammar.
- 111—Elementary Russian. (3)
Extensive drill in the principles of grammar with practice in pronunciation, elementary conversation and aural understanding, and translation.

English

- 111—English Fundamentals. (3)
Training in correct writing, including drill in sentence analysis, punctuation, paragraphing, grammar, spelling, expository and narrative themes, and book reports.
- 211—English Fundamentals. (3)
A continuation of English 111, devoted to reading for comprehension, the complex form of writing (including the research paper), and an introduction to literary criticism.
- 211—English Literature. (3)
A survey of English literature from the beginning to the period of Romanticism, with emphasis placed on the period of the Renaissance, Milton, Dryden, Addison and Steele, Pope, and Goldsmith.
- 212—English Literature. (3)
A survey of English literature from the period of Romanticism to the present, with emphasis on the major writers: Wordsworth, Coleridge, Shelley, Byron, Keats, Carlyle, Tennyson, Browning, Arnold, Hardy, Housman.
- 301—Survey of American Literature. (3)
A study of American literature from the beginnings to the period of the Civil War, with emphasis on major writers between 1820 and 1860.

History

- 111—The Development of European Civilization I. (3)
Especially recommended for freshmen, this course traces the development of European civilization from its ancient beginnings through the seventeenth century.
- 221—The United States to 1865. (3)
A survey of the United States from the discovery to the close of the Civil War. Prerequisite: sophomore standing.
- 343—Constitutional History of the United States to 1865. (3)
A study of the formative period and the early period of operations of the United States Constitution. Prerequisite: operations of the United States Constitution. Prerequisite: 111—The Development of European Civilization I.
- 434—Europe in the Twentieth Century. (3)
A study of Europe since the outbreak of World War I. Prerequisite: Junior standing and History 111 and 115.

Mathematics

- 101—Mathematical Concepts. (4)
Functional arithmetic, major concepts of number, measurement, function and proof.
- Note: This course will not satisfy any part of the one-year science requirement for graduation in the School of Science.
- Fundamental operations of arithmetic and algebra, exponents and logarithms, factoring fractions, linear equations.
- Note 1: Credit for this course toward graduation in any School of the University is contingent on the subsequent successful completion of either Math. 122 or Math. 141.
- Note 2: The course will not be counted as part of the one-year science requirement for graduation in the school of sciences by students who offer two or more units of mathematics for entrance.
- 122—Basic Mathematics. (3)
Quadratic equations, binomial theorem, trigonometric functions, probability, statistical methods.
- Prerequisite: Math 121 or qualifying test

- 141—College Algebra and Trigonometry. (5)
Essentials of college algebra and trigonometry. Prerequisite: Math 121 or qualifying test.
- 212—Calculus. (5)
Differentiation of transcendental functions, differentials, applications of differentiation, definite integral, technique of integration. Prerequisite: Mathematics 211.
- *501—Introduction to Modern Mathematics. (3).

Music and Music Education

- Music Individual lessons in piano, orchestral instruments voice and organ may be taken for credit. The student should arrange for these lessons with the director of instruction by discussion with the Music Department representative.

Physical Sciences

- 111, 112—General Inorganic Chemistry. (4).
This course is open to all freshmen. It is a prerequisite for all courses in chemistry except Chemistry 100. This course is a comprehensive survey of the basic laws and principles of general chemistry. The important metals and nonmetals are covered. The laboratory for Chemistry 112 is elementary qualitative analysis. Mathematics 121 or 141 is a prerequisite or a co-requisite for Chemistry 111. Two hours lecture and four hours laboratory per week.
- 321, 322—General Organic Chemistry. (4).
A systematic study of the preparations and reactions of aliphatic and aromatic compounds and their interpretation by modern theories of organic chemistry. Prerequisites: Chemistry 111, 112. Chemistry 112 is recommended but not required. Three lecture hours and four laboratory hours per week.

Psychology

- Psychology 111—General Psychology I. (3).
An introduction to the methods and scope of contemporary psychology. Facts and principles of human behavior are considered in their relationship to life adjustments. Areas covered include individual differences, social processes, attitudes and vocational adjustment, intelligence, and the nature and development of personality.
- 112—General Psychology II. (3).
An introduction to psychology as a basic science emphasizing research findings and theoretical interpretations in the investigation of human and animal behavior. Areas covered include sensation and perception, motivation and learning, retention, and physiological mechanisms.
- 212—Psychology in Business and Industry. (3).
Attitudes, morale, skill, motivation, fatigue, and other psychological factors important in employer and employee relations in business and industry.
- 213—Social Psychology. (3).
A study of the influences of group behavior and cultural traditions upon the individuals' vocational, domestic, and social adjustments. The psychological factors in the major problems of today.
- 215—Quantitative Methods. (3).
Elementary statistics with primary emphasis on computation. Measure of central tendency and variability with introduction to tests of significance and correlation.

Philosophy

- 111—Introduction to Philosophy. (3).
A study of the great problems arising in the reflection upon the knowledge and nature of the world; and human conduct in it.

Social Sciences

Geography

- 111, 12—Physical Geography. (3 credits each semester).
A study of the major elements of the natural environment as a foundation for better understanding the science of the earth. Courses include both laboratory and textbook assignments and may be elected as a year of physical science by students qualifying for a B.A. or a B.S. degree. A one-day field trip is required for each course.
- 121—Economic Geography. Major Basic Resources. (3).
A study of the development and use of such major basic resources as land, water, forests, and minerals.
- 235—A Survey of World Regions I. (3).
Regional geography in Europe, the Soviet Union, and the United States. Emphasis on the people and their activities as related to the environment.
- 451—Urban Land Uses. (3). (Formerly Geography 553).
A study of the allocation of land for urban uses, the adjustments and adaptations to existing physical phenomena, the patterns, functions, and forms of specific urban land uses, and the development of the continuous process of urban development and growth.
- 452—City Planning. (3).
The fundamental principles of urban planning, basic elements of a city plan, and the necessity of continuity in planning administration.

Political Science

- 221—National Government. (3).
The origins of our system of government, the framing of the Constitution, the principle of federalism, the executive, government, citizenship, civil rights, political institutions, and the security of the constitutional organization and function, and the judicial process.
- 351—Modern Political Ideologies. (3).
A study of authoritarianism and democracy as represented by a comparison of the four "isms": capitalism, socialism, communism and fascism.

School of Business Administration

Accountancy

- 201—Fundamentals of Accounting I. (3).
Basic principles, journalizing and posting, the accounting cycle, accruals and deferrals, valuation accounts, special journals including the voucher register.
- 202—Fundamentals of Accounting II. (3).
Payrolls, taxation, partnership operation and dissolution, corporations, further applications of accounting theory. Prerequisite: Accounting 201.
- 272—Accounting Lab. (1).
The working of a practice set involving current accounting practice. Prerequisite: Account 201.
- 311—Intermediate Accounting I. (3).
Accounting records, end-of-period procedure, corrections of prior periods, accounting statements, comparative statements, financial statements, capital, miscellaneous accounts, and loss analysis, corporations. Both semesters. Prerequisite: Accounting 202.
- 331—Cost Accounting I. (3).
Material inventory records, inventory evaluation, accounting for labor distribution, and overhead charges, introduction to process cost systems. Both semesters. Prerequisite: Accounting 202.
- 421—Advanced Accounting I. (3).
Partnerships, consignments, installment sales, insurance, statement of affairs, receiver's accounts, statement of realization, liquidation, insurance, estates and trusts. Fall semester. Prerequisite: Accounting 312.
- 451—Federal Income Tax I. (3).
Regulations pertaining to individuals and partnerships. Fall semester. Prerequisite: Accounting 312, or permission of instructor.
- 505—Current Accounting Problems. (3).
Review of CPA Examination, including theory of accounts, accounting practice, and auditing. Open to persons with substantial accounting backgrounds, and on permission of instructor. Spring semester.

Economics

- 2112—Principles of Economics I and II. (3 credits each semester).

An introduction to economic concepts and terminology and to the fundamental principles underlying the production, exchange, distribution, and consumption of income and wealth, together with the application of these principles to major contemporary problems. Attention is given to both the neoclassical and the national income models of economic analysis.

Management

- 101—Introduction to Business. (3).
A survey course to acquaint beginning business students with the major requirements and practices in the business world, to provide the elementary concepts of business, and to act as an orientation course for selection of a specific major. Both semesters. Open to Freshman.
- 271—Clerical Office Machines. (3).
Instruction and practice in the operation of the major types of adding and calculating machines, development of a working knowledge of the 10 key and full keyboard adding machine, key-driven and rotary calculators, and other mechanical office devices. Both semesters.
- 301—Business Law I. (3).
Nature and classification of law, contracts, negotiable instruments. Study of selected cases. Both semesters. Prerequisite: junior classification or permission of the instructor.
- 331—Real Estate. (3).
Real estate law, property descriptions, methods of transferring property, joint ownership, tax, and title to property, inheritance of real property. Spring semester. Prerequisite: junior classification or permission of the instructor.
- 341—Business Organization and Finance. (3).
Promotion, organization, and financing of business enterprises. Principles underlying selection of business form, structure and trends of American enterprise system, financial management, employment, production control, and medium-sized trends. Both semesters. Prerequisite: Accounting 202.

- 345—Industrial Management I. (3).
Development of scientific management, principles and mechanism of organization and management in manufacturing, including plant location and layout, mass production technique, standardization conditions, and production controls. Spring semester. Prerequisite: Economics 321.
- 371—Business Statistics I. (3).
Procedures of collection, analysis, presentation and interpretation of economic and business data. Both semesters. Prerequisites: Mathematics 122 or equivalent and Economics 321 and 312.
- 441—Corporate Finance. (3).
Advanced treatment of financial management with emphasis on small and medium-sized enterprise and the forces underlying determination of policy. Financial problems are considered in connection with refunding, reorganization, mergers, and consolidations. Spring semester. Prerequisite: Management 341.
- 503—Law of Taxation of Estates, Inheritances, and Gifts. (3).
A survey course of the law of taxation as applied to the transmission of property by gift or death and its impact upon accumulations.

Marketing

- 301—Principles of Marketing. (3).
General survey of the marketing structure, development, function, costs, institutions, and pricing policies. Prerequisite: Basic Economics, or permission of instructor. Both semesters.
- 351—Principles of Advertising. (3).
General survey of the field of advertising including agencies, media, layout, typography, and copy. Both semesters. Prerequisite: Marketing 301 or permission of the instructor.
- 381—Principles of Retailing. (3).
Fundamental principles underlying the successful operation of retail business. Both semesters. Prerequisite: Marketing 301.
- 401—Marketing Administration. (3).
A case study of actual business marketing problems and the techniques used to solve them. Both semesters. Prerequisite: Marketing 301.

Secretarial Science and Office Management

- 121—Elementary Typewriting I. (3).
Use and operation of the parts of the typewriter, mastery of the keyboard, simple business and professional letters and reports, introduction to calculations. Four meetings per week. Both semesters.
- 211—Fundamentals of Shorthand I. (3).

- Basic principles of simplified Gregg shorthand—alphabet, brief forms, phrases, and abbreviations, beginning dictation and pre-transcription training. Both semesters. Two lecture, two laboratory hours per week. Prerequisite: typing.
- 352—Business Letter Writing. (3).
Psychology of the business letter, preparation of various types of business letters, letter writing problems. Spring semester. Prerequisite: ability to type.
- 431—Applied Secretarial Practice I. (3).
Qualifications, duties and training of a secretary, requirements for employment, organization of work, telephone etiquette, business reference books, receptionists, techniques. Fall semester.

Curriculum and Instruction

- 101—Introduction to Education. (3).
An overview of the whole field of education with emphasis on those things a student should know at the beginning of his professional career.
- 102—Human Growth and Development. (3).
An attempt is made to help the student better understand child nature and development, to appreciate the fact that all behavior is caused, and to form the habit of seeking bases for both normal and abnormal behavior in situations at home, at school, and in the community.
- 201—The Psychology of Learning. (3).
The psychology of learning as applied to learning activities in the public school.
- 202—Routing School Management and Teaching Aids. (3).
An attempt is made to help the student better understand routine school management, the importance, and use of knowledge of the school, and to form the habit of seeking teacher-made and standardized tests, audio-visual materials and other sensory aids.
- 391—() Materials and Methods in High School _____. (3).
Objectives, nature of content, and grade placement of courses offered at the secondary school level in the subject matter under consideration. Tools of instruction needed to carry on the work of the area, organization of courses and use of instructional techniques, procedures, and practice. Prerequisite: Education 381 and satisfactory preparation in the subject matter.
- Students registered in Education 391 () will suffice or append one of the letters below to the course number so as to indicate the subject matter to be covered. A student who is unable to schedule a methods course in his field of interest may register in Education 391W. Education 391W, provided he can arrange for a one-hour conference period with the department chairman of the department prior to registration, may be taken in the senior year. Students may register for Education 391 () more than once, but may not repeat the same endorsement area for credit.
- 445—The Teaching of Children's Literature in the Elementary School. (3).
A course designed to improve the methods of teaching children's literature in the elementary school, including literature, story telling, dramatization, creative writing, and the correlation of literature with the content subjects.
- 447—Techniques of Functional Literacy. (3).
An overview of the field of functional literacy including an understanding of the sociological and psychological implications of literacy, a study of literacy methods, the preparation of materials for the use of adult literacy, and the promotion of literacy in the United States and overseas.
- 471—Principles and Procedures of Guidance. (3).
An introduction to the principles of guidance, with emphasis on the function of guidance in relation to child and adolescent needs.
- 584—14 High School Administration. (3).
Modern practices in organizing and administering secondary schools, types of high schools, selection and assignment of staff, program of studies, records management, buildings and grounds, pupil personnel, guidance, selection, retention, and improvement of teachers, and interpreting the school to the public.

Special Education

- 482—Education of the Brain-Injured and Cerebral Palsied Child. (3).
A study of the neurological mechanisms, the types of aphasia and their educational implications and adjustments, the types of cerebral palsy and their educational implications and remedies by use of special methods and materials, other physical impairments and their educational implications, encountered by teachers of special education, an investigation of the most satisfactory educational approaches to the restriction of these conditions.

Health and Physical Education

- 231—Safety and First Aid. (3).
First aid and safety measures for the home, school, and community. Use of first aid materials, recognition of injuries, and emergency treatment.
- 100—Orientation and Conditioning. (1).
Orientation and conditioning (for men), orientation and fundamental rhythms (for women). One or two semesters recommended for all students except majors in health and physical education.

Home Economics

- 241—Elementary Nutrition. (3).
Nutrition, value of food, factors influencing body food requirement and health. Open to freshmen.

General Information

COURSE CHANGES Applications for change of course are made in the office of the Director of the Evening Division. No course may be added after Sept. 28 and no course may be dropped after Oct. 26.

WITHDRAWAL Withdrawal from the Evening Division may be effected by advising the Director in writing. Failure to give written notice will result in a grade of "F" in each course for which the student is registered. A student who withdraws after the fifth week of the semester will have his grades recorded as WP (withdrawn passing) or WF (withdrawn failing). Withdrawal not permitted after Jan. 19, 1965.

COURSE CANCELLATION The University reserves the right to cancel courses listed in this bulletin for which there are inadequate registrations.

VETERANS PROCEDURE Memphis State University is fully approved for training under the veterans' programs.

Veterans entering college for the first time and desiring to take advantage of the veterans' benefits must apply to the Veterans Administration, 801 Broadway, Nashville 3, Tennessee for a "Certificate for Education and Training" to qualify for compensation checks. The dates on which these forms may be picked up and signed will be posted on the Student Center bulletin board.

Korean veterans are responsible for payment of their university fees.

All veterans, after registration, must file schedules of their classes with Coordinator of Veterans' Affairs, whose office is in the Student Center. Each month they must file "K-2" forms and sign the "Certificate of Training Form" to qualify for compensation checks. The dates on which these forms may be picked up and signed will be posted on the Student Center bulletin board.

Inquiries about veterans programs should be addressed to: Coordinator of Veterans' Affairs, Memphis State University, Memphis 11, Tennessee.



Sept. 1962

Memphis State University

The Evening Division

- ☆ Bachelor's Degree programs offered in the evening
- ☆ Professional Development for:
 - Business
 - Industry
 - Education
 - Liberal Arts
 - Pre-engineering
- ☆ Credit Courses Via Television
 - Psychology • Typing

*For Further Information Write or Call
Dr. Calvin M. Street, Director*

Memphis State University

Memphis 11, Tennessee
FA 4-3601